



## ***2025 SEASON***

# ***SWIMARIN Volunteer Position Descriptions***

Each meet requires at least 50 volunteers to run smoothly. Because of that, one of the requirements for being on the team is that each family has to commit to a number of volunteer shifts. Swimarin and all of the Marin Swim League (MSL) teams are 100% volunteer run organizations. The MSL would not exist without the dedicated families who volunteer. Thank you for your support!

***Each family must commit to 5 shifts (or a Leadership/Annual Position). If you commit to 5 shifts, 2-3 shifts must take place in the second half of a meet.***

*Leadership/Annual Positions fulfill all of the volunteer requirements for the season.*

**OPEN Positions** are listed in **BLUE**. Remaining positions have been filled by seasoned volunteers. If you are interested in learning more about a role or have a special skill to offer, please contact [president@swimarin.org](mailto:president@swimarin.org).

**JOB/SHIFT SIGNUPS will open by March 8. Families must sign up for 5 positions by March 31.**

## *All Swimarin Volunteer Positions - including **OPEN** positions:*

-  **Volunteer Coordinator (Pre-Meet) Lead:** Monitor volunteer assignments throughout the season. Prepares volunteer assignment sheet and contacts all volunteers with reminders before each meet. **ANNUAL POSITION**
-  **Volunteer Coordinator (Day of Meet) Lead:** Monitors Volunteer Sign In and provides updates to each LEAD position of who has signed in and who is a no show.
-  **Shark Merchandise Lead:** In charge of maintaining Shark spirit wear inventory and taking orders for custom merchandise from families. Coordinates with vendors and delivers orders to families on deck. Attends all meets to sell merchandise during the first half. **ANNUAL POSITION**
-  **Events & Team Building Lead:** Coordinate events with co-presidents. Team building, social events like the open house, hot cocoa & pizza nights, Memorial Day party, as well as our main fundraiser of the year Shark-A-Thon and the EOY Awards picnic at McNears Beach. Think of ways to build our swim community! Great position to share with a Co-Lead. **ANNUAL POSITION**
-  **Awards Coordinator Lead:** Orders meet ribbons, maintain inventory during season, purchase and deliver year-end awards. Procures trophies for End of Year Awards. Works with Coaches and Board to obtain a list of awardees. Works with vendors to select appropriate trophies, medals, and ribbons for each award. Must be present at the End-of-Year Awards ceremony. **ANNUAL POSITION**
-  **Translator:** Fluent in English and Spanish. Able to double check Google translation of promotional flyers for the team. Available during Splash Week, 1st week of practice, and during 1st meets to assist Spanish speaking families with registration and questions. **ANNUAL POSITION**
-  **Photographer:** Shoots photos during each event/meet. Uploads photos to Swimarin's online photo gallery. Provides and coordinates photos for the end of year slideshow and other events as requested. Must share previous work to be approved. Coordinate shoots for new web and marketing photos. **ANNUAL POSITION**

-  **Graphic Designer:** Help update Swimarin flyers throughout the year (New Registration, Splash Off, Shark Pups, Winder and Fall Clinics). Assist with End of Season Celebration Brochure as well as other ad-hoc design needs. **ANNUAL POSITION**

## *Volunteers assisting during the meet on the pool deck....*

-  **Announcer:** Announces each heat and all swimmers' names in each heat. Coordinates with the starter and referee at Home Meets to maintain an efficient meet schedule. Persons with public speaking or group leadership experience preferred. Home meets only. **ANNUAL POSITION**
-  **Starter:** Calls swimmers to the blocks and starts each Heat . The Starter, Referee, and Announcer sets the pace of the meet and keeps it on track. Starters must be experienced in Swim Meet procedure and Dual Meet formats. Training is required at Swimarin. Home meets only. **ANNUAL POSITION**
-  **Stroke and Turn Judges:** Each team supplies judges to check that all swimmers are competing fairly. The S&T judge ensures that all swimmers execute strokes and turns according to the MSL rules and regulations. Ability to fairly disqualify swimmers when appropriate. Training is required and provided by MSL. Competitive swimming background helpful. **MEET POSITION**
-  **Head Timer Lead:** Arrives at least 30 minutes before the meet's scheduled start. Supervises and assists Timers/Recorders. At HOME meets, makes lane assignments for each team and each volunteer, provides pre-meet instructions to both teams; specific instruction to new timers on how to do the timing job, covers for any bio/bathroom breaks during the meet; coordinates timer readiness with referee and starter; keeps in touch with the computer desk to ensure that results are properly noted on heat sheets, and corrects any procedural errors by timers. At AWAY meets, assigns lanes for all scheduled Swimarin timer volunteers. At either HOME or AWAY meets may need to distribute and collect stopwatches and lane clipboards. Experience as a timer is required. **ANNUAL POSITION**
-  **Timers/Recorders:** Time swimmers in every Heat (race), for either the 1st or 2nd half of the Swim Meet. On the job training provided (10-15 minutes at first meet- provided by head timer). Times races using a plunger and/or a stopwatch. You may be asked to record times on clipboard for backup time data – 2 timers and 1 Recorder per lane in a combination with the other

team. Two shifts per meet, first-half and second-half . No experience required. Must be available at the start of the shift and stay for the duration of the half that you are scheduled to complete. **MEET POSITION**

-  **8 & U and 9-10 Heat Line-up (including Relays):** Line up 8 & under girls and boys/9-10 girls and boys in proper order and escort them to their assigned lanes. This position requires participation intermittently throughout both halves of the meet. **MEET POSITION**
-  **Set-up Crew:** (Saturday TBD - 9:30AM to 11:00AM): Set-up Colorado timing system, desks, folding chairs, PA system, speakers, canopy tents, trash cans, etc. No experience required. **HOME MEET POSITION**
-  **Tear-down Crew:** Saturday 1PM - 3:30PM (or for approx. an hour after the meet) to put equipment away and tidy the pool area. May need to assist with the return of rental equipment. No experience required. **HOME MEET POSITION**

### *Volunteers using technology at the data desk ...*

-  **Data Desk Coordinator Lead:** Responsible for the coordination of the data desk and the various positions that results in the successful recording and reporting of the meet results. This position is a critical position within the team and requires a significant commitment. The person will assume overall operational responsibility for:
  - Input of seedings for both Swimarin and visiting teams for each of the SM home meets.
  - The update team meet software, enter team roster, advise coaches on meet seeding, exchange seeding info with other teams, print & post heat sheets, print all meet reports for home meets, prints team stats for coaches, etc.
  - Coordination of resources to manage the Colorado system to ensure the electronic scoring of each heat, the recording of manual times for each heat, the recording of disqualifications as adjudicated and reported by the meet judges, the printing of results in a timely manner and their subsequent display, and the reporting of final results to the opposing team, to the MSL and to the Swimarin website.

- o Maintenance of all computer systems and the provision of supplies that allow for the efficient use of those systems. **ANNUAL POSITION**

-  **Computer Operator-Data:** Completes data entry, report processing, score keeping and best time label, and ribbon label printing during the meet. Works closely with Colorado Operator. Enter disqualifications as adjudicated and reported by the meet judges, prints and displays results in a timely manner. Works with the Data Desk Coordinator to collate final results, report those results to the MSL within 24 hours following the meet end, and update the Swimarin website with all results. **ANNUAL POSITION**
-  **Colorado Operator:** Ensures all seedings are inputted into the Colorado Timing system, and then prepares the system for each race. Works closely with the starter and the computer operator to ensure the system is synchronized prior to each heat. Activates or deactivates lanes for the Colorado scoring system. Must be willing to halt the meet if Colorado System is not ready. One person per meet, this is a season long assignment. Experience and training required. Discuss role with the Data Desk Coordinator if you are interested in volunteering for this position. **ANNUAL POSITION**
-  **Data Desk Support:** Assists on the data desk as needed. Ideally this position is filled by a person who is interested in getting to know more about the Colorado and Computer Input positions. This person will be assigned a role on the day of the meet by the Data Desk Coordinator. No experience necessary. Familiarity with computers is required. **HOME MEET POSITION**
-  **Data Ops Checker:** Checks that all data going into the system is correct. Checks Runner sheets for all manual times. Checks names in heats assignments against names on recorder sheets(from timers). Reviews DQ sheets and passes to data entry op. Person required to work on data desk for the season. Home meets only. **ANNUAL POSITION**
-  **Data Auditor:** Works closely with the Colorado Operator and the Computer Op. Double checks entries on printouts against lane timesheets and Colorado outputs. Familiarity with data desk operations required. Home meets only. **ANNUAL POSITION**
-  **Data Desk Runner:** Picks up time sheets from the Timers/Recorders and brings them to the desk after each age group event. Physically transmits disqualification (D.Q.) slips and other communications/messages between meet officials, timers and the data desk Computer operator

during home meets. Posts all results as and when they are printed at the data desk. **HOME MEET POSITION**

-  **Ribbons/Awards Support:** At home and away meets, places computer-generated labels on appropriate ribbons, and then files the ribbons in each swimmer's folder. There are typically two Ribbon Preparation Volunteers for each meet. No experience required. Volunteer job begins half way through a dual meet (approx 10AM) and lasts until the end of the meet + 10 minutes. **MEET POSITION**

### *Volunteers helping at the Shark (Snack) Shack...*

There is a Snack Bar at every home meet and a mini snack bar at Time Trials. The Snack Bar Coordinators will provide the details to all volunteers.

-  **Snack Bar Coordinator Lead(s):** Coordinate all snack bar procedures, purchasing and activities for meets and all events. Previous snack bar experience recommended.
  - o Oversees and coordinates the snack bar team
  - o Checks inventory of supplies prior to time trials (plates, napkins, forks, etc.)
  - o Maintains inventory records throughout the season
  - o Determines quantities to buy according to size of both teams & weather
  - o Coordinates with Costco Shopper and food preparation personnel. Needs to be reachable by phone on Friday.
  - o Responsible for cash box during meet. Delivers all cash received to Treasurer at end of meet, having counted cash received and recorded amount for that meet.
  - o Develops a list for future food and equipment purchase.
  - o Supervises clean up **ANNUAL POSITION**
-  **Costco Shopper:** Works with Snack Bar Leads to obtain list then purchase needed provisions from Costco the day before a home meet. Must be able to store perishable and dry goods and deliver to home meet by 10AM. **HOME MEET POSITION**
-  **Snack Bar Food Service (First Half):** First half shift, setup snack bar before meet and then assists with the selling of food at the snackbar. Shift starts 30 minutes before

start of meet and finishes at the end of the first half. No experience necessary. **HOME MEET POSITION**

-  **Snack Bar Food Service (Second Half):** Second shift continues to sell food items for the duration of the second half of the meet. Cleanup snack bar after the conclusion of the meet. Shift finishes approx 15 minutes after the final race/heat. No experience necessary. **HOME MEET POSITION**

-  **Barbecue Cook/Prep Chef (First Half): TBD on new setup at Archie Williams** Setup and prepare BBQ, set up condiments, cook breakfast, and clean up the cooking area for the second half. Finishes at the end of first half. Cooking experience is a plus, although on the job training is included! **HOME MEET POSITION**

-  **Barbecue Cook/Chef (Second Half): TBD on new setup at Archie Williams** Continue cooking in 2<sup>nd</sup> half. Prepare BBQ, set up condiments, and cook for lunchtime meals. Clean up after the end of the meet. Ends shortly after the end of the meet. Breakdown of the BBQ is required. **HOME MEET POSITION**